

Senior Community Development Specialist I
\$40.21 - \$48.88/hour; \$6,970.00 - \$8,472.00/month; \$83,642.00 - \$101,660.00/year
Application Deadline: 11/14/2016 5:00:00 PM

POSITION DESCRIPTION

Under general direction, the Senior Community Development Specialist I will be responsible for working with San Francisco communities on a variety of issues, including housing affordability, small business strategies, family retention, and transportation challenges. Currently, particular attention is required in a few transitioning neighborhoods that are experiencing rapid social, economic and development change. This position would serve as a point person from the Planning Department to these communities in understanding the local economic and development pressures while developing and implementing programs and policies that address issues of inclusivity/equity and the stabilization of neighborhoods for quality life-long living. The Senior Community Development Specialist will also work with more established neighborhoods throughout the city, to build capacity among stakeholders to take the lead in shaping their neighborhoods' best futures. The Senior Community Development Specialist will engage neighborhood stakeholders through a variety of methods, including one-on-one interactions, outreach to neighborhood organizations, public forums, and may staff community advisory committees.

The essential duties include, but are not limited to:

- Working in partnership with San Francisco communities on a variety of community associated issues, including housing affordability, small business strategies, family retention, and transportation challenges. Serving as the point person from the Planning Department to communities when addressing these issues.
- Developing implementation programs, policies, and continuous improvement strategies that address issues of inclusivity, equity and the stabilization of neighborhoods for quality life-long living.
- Supporting and leading community outreach and engagement processes while also building capacity among stakeholders to take the lead in shaping their neighborhoods' best futures.
- Conducting research studies and formulating recommendations for Department, Planning Commissions, Stakeholders, and other city Commissions/Boards actions, by selecting, collecting, recording, tabulating, organizing and analyzing technical, physical, economic, social and statistical data to assist in planning policies and plan for future developments.
- Providing information orally and in writing to city agencies, property owners, developers, community organizations, the Planning Commission and the general public regarding Planning Department activities, goals and programs.
- Providing support for neighborhood stakeholders, including the development and presentation of reports and other documentation, one-on-one interactions, outreach to neighborhood organizations, public forums, and may staff community advisory committees.

MINIMUM QUALIFICATIONS

- Possession of a baccalaureate degree from an accredited college or university AND three (3) years of administrative/professional experience in community development, housing development, workforce development, finance, education, social work, children/youth work, or criminal justice; OR
- Possession of a baccalaureate degree from an accredited college or university with a major in one of the following fields: public or business administration, urban planning, government, social work, education, finance or criminal justice AND two (2) year of administrative/professional experience in community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, criminal justice; OR
- Possession of a Master's degree from an accredited college or university in public policy, planning, social work, public administration, finance, education, criminal justice, or business administration; AND one (1) year of administrative/professional experience in community development, housing and /or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice; OR
- Possession of a Juris Doctor degree from an accredited college or university AND one (1) year of administrative/professional experience in community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice.

Substitution

- Verifiable administrative/professional experience involving community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice may substitute for the educational requirement in Minimum Qualification #1 on a year-for-year basis.

DESIREABLE QUALIFICATIONS

The stated desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring.

- 2+ years of program management experience working on equity-based policy strategy
- Strong working knowledge and experience in community and economic development
- Strong public speaking skills and ability to effectively and sensitively communicate, both orally and in writing and to work with a broad variety of people and agencies including developers, contractors, property owners, and community organizations.
- Strong facilitation skills, community outreach experience, and experience working multicultural communities.
- Strategic and creative problem solver, action-oriented, experience working among stakeholder groups and City agencies with diverse interests and sometimes conflicting agendas.
- Ability to effectively handle multiple projects and demands within deadlines.
- Excellent project management and organizational skills, including leading complex projects and coordinating teams.
- Excellent written communication.

HOW TO APPLY:

Applications for City and County of San Francisco jobs are being accepted through an online process.

Visit: <https://www.jobaps.com/SF/sup/bulpreview.asp?R1=PBT&R2=9774&R3=071190> to register an account and view this complete job announcement for application submission requirements.